

# PRESIDENTS' ALLIANCE | ON HIGHER EDUCATION AND IMMIGRATION

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## **Immigration Policy and Communications Fellow Presidents' Alliance on Higher Education and Immigration Position Description and Posting**

The non-partisan Presidents' Alliance on Higher Education and Immigration brings together American college and university leaders dedicated to increasing public understanding of how immigration policies and practices impact our students, campuses and communities, supporting policies that create a welcoming environment for immigrant, undocumented and international students on our campuses, and identifying and sharing best practices. The Alliance is comprised of over 420 presidents and chancellors of public and private colleges and universities, serving over four million students in 41 states, D.C. and Puerto Rico.

The Presidents' Alliance seeks advanced-degree students or recent college or advanced degree graduates for a part-time (20 hours/week) ten-month position, starting December 2018. The Immigration Policy and Communications Fellow will work with and assist the Executive Director of the Presidents' Alliance in policy, education, and communications projects, including the development of informational toolkits for campuses related to immigration, briefings and messaging on immigration policy and its impact on colleges and universities, and FAQs and webinars on best practices for supporting immigrant and international students.

Specific responsibilities include:

- Analyze and synthesize federal legislation and policy proposals related to immigration reform, as well as relevant state legislation
- Collaborate in the development of creative educational tools to help increase understanding and awareness of the impact of immigration and immigration policies on higher education
- Organize project meetings and events with Presidents' Alliance partners, attend meetings, create agendas, and draft minutes
- Communicate and develop working relationships with partner organizations that also monitor and track immigration policy and developments
- Draft documents, including briefings, toolkits, FAQs, and fact sheets
- Update website resources and information
- Craft letters to members and other related messaging
- Assist in the creation of slide decks and presentations
- Assist in event planning and provide administrative support for project events

### **Position Requirements**

Applicants must possess a Bachelor's degree, and either be enrolled in an advanced degree program or a recent college or advanced degree graduate. Other requirements include:

- Should be familiar with, or committed to learning about, the immigration policy issues that impact undocumented, other immigrant and international students. Knowledge of U.S. immigration policy is preferred, and research experience or experience working to support undocumented, immigrant or international students is a strong plus.

- Should possess excellent oral and written communication skills, and be able to work both independently and as part of a team.
- Applicants should be self-starters who demonstrate creativity, initiative, a sense of humor, and the ability to multi-task while meeting deadlines in a fast-paced environment.
- Should be able to use online resources to analyze legislation, write clear, concise, publishable summaries, fact sheets, and letters; should be familiar with citation standards.
- Proficiency in core Microsoft Office programs, WordPress, and quantitative skills is highly desirable.

Applicants from immigrant or refugee backgrounds, applicants of color, and/or minority applicants are strongly encouraged to apply.

### **Position Specifications and Salary**

This is a part-time position, averaging 20 hours a week for 10 months. There may be a possibility to extend the funding.

Pay: \$20/hour.

Preferred start date: December 2018.

### **Application Process**

Interested applicants should send [MFeldblum@presidentsimmigrationalliance.org](mailto:MFeldblum@presidentsimmigrationalliance.org) the following materials (electronically) by November 23th:

- CV/resume
- Cover letter describing your interests in immigration policy and higher education, your research experience in immigration, immigrant students, or higher education and immigration, and/or your background in supporting undocumented, immigrant, or international students.
- Official or unofficial transcript from the colleges/universities attended (with class names and grades)
- Writing sample (5 page limit)
- Names and contact information of three references